

**CALIFORNIA POLLUTION CONTROL
FINANCING AUTHORITY**

915 CAPITOL MALL, ROOM 457 (95814)
P.O. BOX 942809
SACRAMENTO, CA 94209-0001
TELEPHONE: (916) 654-5610
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Michael Paparian
Executive Director



MEMBERS:

Bill Lockyer, Chair
State Treasurer

John Chiang
State Controller

Ana J. Matosantos, Director
Department of Finance

JOB OPPORTUNITY BULLETIN

Class: Staff Services Analyst /or
Associate Treasury Program Officer
Tenure: Limited Term (24 months)
Time Base: Full Time
Salary: \$2817 - \$4446 – SSA
\$4400 - \$5348 – ATPO

“Will consider both levels for recruitment purposes”

Under the direction of the Treasury Program Manager I, this position performs technical and analytical tasks for the CA Pollution Control Financing Authority (CPCFA). **The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Assist with the analysis of the CalCAP applications submitted by various participant lenders to ensure compliance with CalCAP statutory authority, regulations, and policies. In the most difficult or sensitive cases, work with lenders and other sources to obtain additional information concerning loan terms, borrowers, and the purposes of the loans.
- Assist with the analysis of applications submitted by prospective lenders to ensure compliance with CalCAP statutory authority, regulations, and policies, obtain additional information about prospective participants from the applicants and from other sources, including other government agencies.
- Arrange for meetings with new lenders to describe the program fully, to encourage activity under the program, and to train their loan personnel on the process of enrolling specific loans under the program.
- Assist with preparing and providing technical information for CPCFA professional staff, other State agencies, the Legislature, members of the investment community and bond rating agencies concerning the Authorities' various programs.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to work under pressure and handle multiple priorities
- Ability to use various computer applications
- Courtesy and tact
- Good work habits and dependability

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have eligibility as a **Staff Services Analyst or Associate Treasury Program Officer**. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcripts of completed number of units required for admittance to the exam. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "345-002-5157-018" or "345-002-4223-xxx" next to the classification on your application/resume, i.e., Staff Services Analyst, CPCFA 345-002-5157-018, or Associate Treasury Program Officer, CPCFA 345-002-4223-xxx.

FINAL FILING DATE:

Applications will be accepted **Until Filled**.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.